

Petition for the Transfer of Courses

William E. Simon School of Business

Instructions: Read the relevant sections below, regarding the criteria and procedures for transferring credit to Simon Business School. Complete the form and submit to Jon Ramsey (S-202P), along with a course description and course syllabus. When requesting transfer credit for a completed course, **an official transcript must accompany the petition for successful transfer.**

Have you applied, or are you currently applying, for the transfer of other courses? Yes _____ No _____

Name:	Date:	Univ ID#:	Part-time / Full-time
Course to be Taken – (Other Institution)		Intended Simon Equivalent OR General Elective Credit	
Course#	Title	Credits	Course# Title Credits

Students may petition to receive transfer credit for up to 3 courses (MBA) or 2 courses (MS), taken at other universities, or at the University of Rochester outside of Simon Business School. A maximum of three courses or nine credit hours may be approved for transfer. Note that grades for transferred courses are **not** calculated into a student's cumulative GPA. Due to the integrative nature of the cohort system, **no transfer credit is granted to full-time MBA or MS students for core courses.** Only part-time students may petition for the transfer of core courses.

Criteria:

1. Courses must have been taken within the last 3 years.
2. The course is a graduate level course.
3. The course cannot have been used to meet the requirements of another degree (except for University of Rochester or Simon Business School joint degree programs).
4. The student must receive a grade of "B" or better.

Procedures:

1. Petition for the Transfer of Courses Form must be submitted to Jon Ramsey (S-202P).
2. Attached to the petition form should be the course description, and course syllabus.
3. Upon completion of the course, the student must provide the Simon Business School Registrar's Office with an official transcript showing the course and grade.
4. In order to obtain credit for the course toward the student's degree, payment of the \$750 transfer fee must be made. Checks should be made payable to the *University of Rochester*, and submitted to the Simon School Registrar's Office. (**Note: Checks should not be submitted to the Bursar's Office.**)

<p>Area Faculty Coordinator Approval</p> <p>Signature _____</p> <p>Date _____</p> <p>Comments _____</p>	<p>Sr. Associate Dean Approval</p> <p>Signature _____</p> <p>Date _____</p> <p>Comments _____</p>
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